



**SPECIAL CITY COUNCIL MEETING  
RICHFIELD MUNICIPAL CENTER, BABCOCK ROOM  
JANUARY 24, 2015  
8:30 AM**

Call to order

1. Interviews of persons interested in serving on the City's advisory commissions (Council Memo No. 7)

Adjournment

**Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.**

**CITY OF RICHFIELD, MINNESOTA**  
Office of City Manager

January 22, 2015

Council Memorandum No. 7

The Honorable Mayor

and

Members of the City Council

City of Richfield

Subject: Advisory Commission Interview Materials  
(Agenda Item No. 1)

Council Members:

Advisory commission interviews are scheduled for Saturday, January 24, 2015 at 8:30 a.m. in the Babcock Conference Room in the Municipal Center.

Attached are materials related to the annual advisory commission recruitment:

- Interview schedule  
**NOTE: A conference call has been scheduled for applicants not available to be interviewed in person. The telephone number for the City Council to call is indicated on the application.**
- Commission applications received to date  
**NOTE: City Council Members may receive the entire commission application to assist in making their decision on appointments but it is important to remember that certain information is private and cannot be disclosed to the public.**
- Applicant list with preference(s) indicated
- Vacancy list
- Attendance records for current members
- Summary report of accomplishments

If there are changes to the materials, paper copies will be placed in the conference room for City Council use during the interviews on Saturday.

Approval of appointments is scheduled for the January 27, 2015 Council meeting.

Please contact me if you have any questions.

Respectfully submitted,



Steven L. Devich  
City Manager

SLD:cak

Attachments

E-mail: Department Directors  
Assistant to the City Manager

## BOARD/COMMISSION APPLICANT INTERVIEW SCHEDULE

**Saturday, January 24, 2015****Babcock Room**

8:30	Call to Order	10:45	Sue Sandahl
8:35	Ghislaine Ball	10:50	Ken Severson
8:40	Chara Blanch	10:55	Michele Thompson
8:45	Reed Bornholdt	11:00	Gordon Vizecky (phone)
8:50	Paul Chillman	11:05	Francie Fletcher
8:55	Mary Christenson	11:10	Kara Skahen
9:00	<b>BREAK</b>		
		11:15	
9:05	David Delzer	11:20	
9:10	Judith Dominguez	11:25	
9:15		11:30	
9:20	Arthur Felgate		
9:25	Sean Hayford Oleary		
9:30	<b>BREAK</b>		
9:35	Rose Jost		
9:40	Martin Kirsch		
9:45	Mike Kuehn		
9:50	Natalie Madgy		
9:55			
10:00	<b>BREAK</b>		
10:05	Larry Nelson		
10:10	Chris Olson		
10:15	Patricia Pixler		
10:20			
10:25	Ryan Ridgley		
10:30	<b>BREAK</b>		
10:35	Erin Vrieze Daniels		
10:40	Erin Rykken		

## COMMISSION APPLICANTS WITH PREFERENCE(S) INDICATED

Applicant's Name (alpha order)	Advisory Board of Health	Arts Commission	Civil Service	Community Services	Friendship City	Human Rights	Planning	Transportation
	6 full	4 full + 2 mid	1 full	4 full	4 full + 1 mid	4 full + 1 youth	3 full	3 full + 1 mid
Ball, Ghislaine (reappt)								X
Blanch, Chara			1			2		
Bornholdt, Reed (reappt)				1				
Chillman, Paul								1
Christenson, Mary			1	2		3		
Delzer, David (reappt)					1			
Dominguez, Judith (youth)						1		
Felgate, Arthur							1	2
Fletcher, Francie (reappt)			X					
Hayford Oleary, Sean						2	1	
Jost, Rose (reappt)	X							
Kirsch, Martin							1	
Kuehn, Mike						1		
Madgy, Natalie		3					1	2
Nelson, Larry		1		3		2		
Olson, Chris (reappt)	X							
Pixler, Patricia	2				1			
Ridgley, Ryan	1							
Rykken, Erin (reappt)	X							
Sandahl, Suzanne		2		3				1
Severson, Ken (reappt)								1
Skahen, Kara	1	4		5	6	3		2
Thompson, Michele (reappt)				1				
Vizecky, Gordon (reappt)							X	
Vrieze Daniels, Erin		3					1	2

**COMMISSION MEETING DAY/TIME**

- *Advisory Board of Health* - meets third Monday, January through June, September and October at 6 p.m.
- *Arts Commission* – meets first Thursday of each month at 7 p.m.
- *Civil Service Commission* – as needed throughout the year.
- *Community Services Commission* - meets third Tuesday of each month at 7 p.m.
- *Friendship City Commission* - meets third Thursday of each month at 7 p.m.
- *Human Rights Commission* - meets first Tuesday of each month at 6:30 p.m.
- *Planning Commission* - meets fourth Monday of each month at 7 p.m.; also, Study Sessions held approximately six times per year.
- *Transportation Commission* – meets first Wednesday of each month at 7 p.m.

**COMMISSION VACANCIES**Term Expires**ADVISORY BOARD OF HEALTH**

January 31, 2018  
 January 31, 2018  
 January 31, 2018  
 January 31, 2018  
 January 31, 2018  
 January 31, 2018

**ARTS COMMISSION**

January 31, 2018  
 January 31, 2018  
 January 31, 2018  
 January 31, 2018  
 January 31, 2016  
 January 31, 2016

**CIVIL SERVICE**

January 31, 2018

**COMMUNITY SERVICES COMMISSION**

January 31, 2018  
 January 31, 2018  
 January 31, 2018  
 January 31, 2018

**FRIENDSHIP CITY COMMISSION**

January 31, 2018  
 January 31, 2018  
 January 31, 2018  
 January 31, 2018  
 January 31, 2017

## ADVISORY BOARD OF HEALTH ATTENDANCE RECORDS

	<u>Year</u>	<u>Total # of Meetings since Appt.</u>	<u>Attended</u>	<u>Absent</u>
<b>Rose Jost (1)</b>				
Appointed: 1/13	2013	5	5	0
Term Expires: 1/15	2014	7	6	1
<i>Application &amp; evaluation received</i>				
<b>Erin Rykken (1) Co-Chair</b>				
Appointed: 1/13	2013	5	4	1
Term Expires: 1/15	2014	7	5	2
<i>Application received (no evaluation required)</i>				
<b>Tiffany Egan (1)</b>				
Appointed: 5/13	2013	4	4	0
Term Expires: 1/15	2014	7	7	0
<i>Not seeking reappointment</i>				
<b>Nicholas Eyvindsson</b>				
Appointed: 6/13	2013	2	1	1
Term Expires: 1/15	2014	7	1	6
<i>No application received</i>				
<b>Betty Gustafson (3)</b>				
Appointed: 1/07	2007	8	7	1
Term Expires: 1/15	2008	8	6	2
<i>Not eligible for reappointment</i>	2009	7	7	0
	2010	8	8	0
	2011	8	8	0
	2012	8	8	0
	2013	6	4	2
	2014	7	6	1
<b>Chris Olson (2)</b>				
Appointed: 1/09	2009	7	7	0
Term Expires: 1/15	2010	8	8	0
<i>Application &amp; evaluation received</i>	2011	8	7	1
	2012	8	7	1
	2013	6	5	1
	2014	7	5	2
<b>Jennifer Turrentine (3)</b>				
Appointed: 1/07	2007	8	8	0
Term Expires: 1/16	2008	8	7	1
	2009	7	6	1
	2010	8	8	0
	2011	8	8	0
	2012	8	8	0
	2013	6	6	0
	2014	7	5	2
<b>Kristine Klos (1)</b>				
Appointed: 1/07	2007	8	6	2
Term Expires: 1/16	2008	8	6	2
	2009	7	7	0
	2010	8	8	0
	2011	8	6	2
	2012	8	3	5
	2013	5	5	0
	2014	7	7	0

Callmie Dennis (2)  
 Appointed: 1/10  
 Term Expires: 1/16

2010	8	7	1
2011	8	6	2
2012	8	6	2
2013	6	6	0
2014	7	6	1

Kirsten Johnson (2) Co-Chair  
 Appointed: 1/11  
 Term Expires: 1/17

2011	6	5	1
2012	8	5	1
2013	8	5	1
2014	7	6	1

Full-Term Opening: 6

Terms Expire: 1/31/18

Due to a revision of the Public Health Act by the Legislature, it is no longer necessary to have a specific mix of consumers/providers as members of the Advisory Board of Health.



## CIVIL SERVICE COMMISSION ATTENDANCE RECORDS

	<u>Year</u>	<u>Total # of Meetings since Appt.</u>	<u>Attended</u>	<u>Absent</u>
<b>Francie Fletcher</b> (1) President				
Appointed: 1/12	2012	8	6	2
Term Expires: 1/15	2013	7	5	2
<i>Application received</i>	2014	10	8	2
<b>Steven Hurvitz</b> (1)				
Appointed: 1/13	2013	7	6	1
Term Expires: 1/16	2014	10	9	1
<b>Dave Buzicky</b> (1)				
Appointed: 1/14	2014	10	9	1
Term Expires: 1/17				

Full Term Opening: 1

Term Expires: 1/31/18

## COMMUNITY SERVICES COMMISSION ATTENDANCE RECORDS

	<u>Year</u>	<u>Total # of Meetings since Appt.</u>	<u>Attended</u>	<u>Absent</u>
<b>Arlan Nelson (2)</b>				
Appointed: 3/09	2009	8	6	2
Term Expires: 1/15	2010	9	9	0
<i>Not seeking reappointment</i>	2011	9	7	2
	2012	10	8	2
	2013	10	10	0
	2014	9	9	0
<b>Terry Heinze (1)</b>				
Appointed: 1/12	2012	9	9	0
Term Expires: 1/15	2013	10	5	5
<i>Not seeking reappointment</i>	2014	9	9	0
<b>Reed Bornholdt (2) - Chair</b>				
Appointed: 1/09	2009	9	9	0
Term Expires: 1/15	2010	9	7	2
<i>Application received (no evaluation needed for Chair)</i>	2011	9	9	0
	2012	10	8	2
	2013	10	9	1
	2014	9	9	0
<b>Michele Thompson (2)</b>				
Appointed: 1/09	2009	9	8	1
Term Expires: 1/15	2010	9	9	0
<i>Application &amp; evaluation received</i>	2011	9	7	2
	2012	10	9	1
	2013	10	7	3
	2014	9	7	2
<b>Daniel Edgerton (2)</b>				
Appointed: 1/10	2010	9	8	1
Term Expires: 1/16	2011	9	9	0
	2012	10	7	3
	2014	9	5	4
<b>Tracy Hollenback (1)</b>				
Appointed: 1/13	2013	9	4	5
Term Expires: 1/16	2014	9	0	9
<b>Celestin Radison (1)</b>				
Appointed: 6/14	2014	4	4	0

Term Expires: 1/16

Teresa Kruse (1)

Appointed: 1/14

Term Expires: 1/17

2014	8	3	5
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Crystal Brakke (1)

Appointed: 2/14

Term Expires: 1/17

2014	8	6	2
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Carolyn Engeldinger (1)

Appointed: 3/14

Term Expires: 1/17

2014	7	7	0
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Joannette Cintron de Nunez

Appointed: 4/14

Term Expires: 1/17

2014	6	6	0
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Full Term Openings: 4

Terms Expire: 1/31/18

## HUMAN RIGHTS COMMISSION ATTENDANCE RECORDS

	<u>Year</u>	<u>Total # of Meetings since Appt.</u>	<u>Attended</u>	<u>Absent</u>
<b>VACANT</b>				
Term Expires: 1/15				
<b>Sean Hayford Oleary (1) - Chair</b>				
Appointed: 1/13	2013	9	9	0
Term Expires: 1/15	2014	9	9	0
<i>Application received (no evaluation needed for Chair)</i>				
<b>Emilia Gonzalez Avalos</b>				
Appointed: 9/13	2013	2	1	1
Term Expires: 1/15	2014	9	4	5
<i>No application received</i>				
<b>Ranee Skinner (1)</b>				
Appointed: 4/13	2013	6	4	2
Term Expires: 1/15	2014	9	8	1
<i>No application received</i>				
<b>Nancy Roberts (2)</b>				
Appointed: 10/10	2010	6	6	0
Term Expires: 1/16	2011	10	10	0
	2012	11	10	1
	2013	10	9	1
	2014	9	6	3
<b>Todd Chase (2)</b>				
Appointed: 1/11	2011	10	9	1
Term Expires: 1/16	2012	11	9	2
	2013	10	9	1
	2014	9	8	1
<b>Jeffrey Wright (1)</b>				
Appointed: 1/13	2013	9	7	2
Term Expires: 1/16	2014	9	5	4
<b>Deborah Eng (1)</b>				
Appointed: 1/13	2013	9	9	0
Term Expires: 1/16	2014	9	9	0
<b>Elizabeth Wendt (2)</b>				
Appointed: 5/11	2011	5	4	1
Term Expires: 1/17	2012	11	10	1
	2013	10	7	3
	2014	9	6	3
<b>Mark Westergard (1)</b>				
Appointed: 1/14	2014	8	7	1
Term Expires: 1/17				
<b>Katie Eagle (1)</b>				
Appointed: 1/14	2014	4	3	1
Term Expires: 1/17				

Full Term Openings: 4

Terms Expire: 1/31/18

## PLANNING COMMISSION ATTENDANCE RECORDS

	<u>Year</u>	<u>Total # of Meetings since Appt.</u>	<u>Attended</u>	<u>Absent</u>
<b>Alison Groebner</b> Appointed: 6/14 Term Expires: 1/15 <i>No application received</i>	2014	7	6	1
<b>Tom Rublein (2)</b> Appointed: 1/09 Term Expires: 1/15 <i>Not seeking reappointment</i>	2009	8	6	2
	2010	8	6	2
	2011	8	6	2
	2012	8	8	0
	2013	7	6	1
	2014	11	9	2
<b>Gordon Vizecky (2)</b> Appointed: 1/09 Term Expires: 1/15 <i>Application &amp; evaluation received</i>	2009	8	7	1
	2010	8	6	2
	2011	8	8	0
	2012	8	7	1
	2013	7	6	1
	2014	11	10	1
<b>Susan Rosenberg (1)</b> Appointed: 1/13 Term Expires: 1/16	2013	7	7	0
	2014	11	9	2
<b>Daniel Kitzberger (2)</b> Appointed: 1/10 Term Expires: 1/16	2010	8	8	0
	2011	8	5	3
	2012	8	6	2
	2013	7	7	0
	2014	11	11	0
<b>Rick Jabs (3) -- Chair</b> Appointed: 1/07 Term Expires: 1/17	2007	13	13	0
	2008	9	9	0
	2009	8	8	0
	2010	8	8	0
	2011	8	7	1
	2012	8	7	1
	2013	7	7	0
	2014	11	11	0
<b>Charles Standfuss (1)</b> Appointed: 1/14 Term Expires: 1/17	2014	11	11	0

Full Term Openings: 3

Terms Expire: 1/31/18

Attendance records do not include study sessions.

## FRIENDSHIP CITY COMMISSION ATTENDANCE RECORDS

	<u>Year</u>	<u>Total # of Meetings since Appt.</u>	<u>Attended</u>	<u>Absent</u>
<b>Vacant</b> Term Expires: 1/15				
<b>Vacant</b> Term Expires: 1/15				
<b>Vacant</b> Term Expires: 1/15				
<b>Dave Delzer (2)</b> Appointed: 1/09 Term Expires: 1/15 <i>Application &amp; evaluation received</i>	2009	9	7	2
	2010	12	12	0
	2011	7	9	1
	2012	5	5	0
	2013	8	8	0
	2014	10	4	2
 Ahmad Ansari (1) Appointed: 8/13 Term Expires: 1/16	2013	1	1	0
	2014	10	5	1
 Roger Swanson (3) -- Chair Appointed: 1/07 Term Expires: 1/16	2007	8	7	1
	2008	10	10	0
	2009	10	10	0
	2010	12	10	2
	2011	7	7	0
	2012	5	5	0
	2013	8	8	0
	2014	10	5	1
 Rori Coleman-Woods (1) Appointed: 1/13 Term Expires: 1/16	2013	7	5	2
	2014	10	6	0
 Mary Olafson (1) Appointed: 2/14 Term Expires: 1/17	2014	9	4	1
<b>Vacant</b> Term Expires: 1/17				

Full Term Openings: 4  
Mid Term Opening: 1

Terms Expire: 1/31/18  
Terms Expire: 1/31/17

\*Minutes from 4 meetings not provided so attendance unknown.

## TRANSPORTATION COMMISSION ATTENDANCE RECORDS

	<u>Year</u>	<u>Total # of Meetings since Appt.</u>	<u>Attended</u>	<u>Absent</u>
<b>Martin Kirsch (3) WARD 1 -- Chair</b>				
Appointed: 2/07	2007	10	10	0
Term Expires: 1/15	2008	10	10	0
<i>Not eligible for reappointment</i>	2009	9	9	0
	2010	10	10	0
	2011	8	8	0
	2012	8	8	0
	2013	9	9	0
	2014	11	11	0
<b>Ghislaïne Ball (1) WARD 2</b>				
Appointed: 1/12	2012	8	6	2
Term Expires: 1/15	2013	9	5	4
<i>Application &amp; evaluation received</i>	2014	11	4	7
<b>Kenneth Severson (1) WARD 2</b>				
Appointed: 1/12	2012	8	8	0
Term Expires: 1/15	2013	9	8	1
<i>Application &amp; evaluation received</i>	2014	11	9	2
<b>VACANT</b>				
Term Expires: 1/16				
<b>Tim Carter (2) WARD 2</b>				
Appointed: 1/10	2010	10	8	2
Term Expires: 1/16	2011	8	6	2
	2012	8	7	1
	2013	9	7	2
	2014	11	10	1
<b>Gary Ness (2) WARD 1</b>				
Appointed: 1/10	2010	10	6	4
Term Expires: 1/16	2011	8	8	0
	2012	8	8	0
	2013	9	9	0
	2014	11	10	1
<b>David Taylor (1) WARD 1</b>				
Appointed: 1/13	2013	9	8	1
Term Expires: 1/17	2014	11	10	1
<b>Gerry Charnitz (1) WARD 2</b>				
Appointed: 1/14	2014	11	11	0
Term Expires: 1/17				
<b>Ted Weidenbach (1) WARD 1</b>				
Appointed: 1/14	2014	11	11	0
Term Expires: 1/17				
Full Term Openings: 3	Terms Expire: 1/31/18			
Mid Term Opening: 1	Term Expires: 1/31/16			

**ARTS COMMISSION**

	<u>Year</u>	<u>Total # of Meetings since Appt.</u>	<u>Attended</u>	<u>Absent</u>
<b>Vacant</b> Term Expires 1/15				
<b>Vacant</b> Term Expires: 1/15				
<b>Jackie Mihalik (3)</b> Appointed: 8/05 Term Expires: 1/15 <i>Not eligible for reappointment</i>	2005	4		
	2006	7		
	2007	10	10	0
	2008	11	7	4
	2009	10	9	1
	2010	11	9	2
	2011	9	7	2
	2012	11	9	2
	2013	10	8	2
	2014	10	7	3
<b>Kevin Klos (3) -- Chair</b> Appointed: 1/07 Term Expires: 1/15 <i>Not eligible for reappointment</i>	2007	10	7	3
	2008	11	9	2
	2009	10	7	3
	2010	11	10	1
	2011	9	8	1
	2012	11	7	4
	2013	10	9	1
	2014	10	8	2
<b>Vacant</b> Term Expires: 1/16				
<b>Vacant</b> Term Expires: 1/16				
Alexander Dahl (1) Appointed: 9/13 Term Expires: 1/16	2013	2	2	0
	2014	10	10	0
Dan Mlynarek (1) Appointed: 8/13 Term Expires: 1/16	2013	3	3	0
	2014	10	6	4
Peter Dysart (3) Appointed: 1/07 Term Expires: 1/16	2007	10	7	3
	2008	11	10	1
	2009	10	8	2
	2010	11	6	5
	2011	9	6	3
	2012	11	9	2
	2013	10	8	2
	2014	10	9	1
Lisa Rudolph (1) Appointed: 1/13 Term Expires: 1/16	2013	9	9	0
	2014	10	7	3
Kelly Johnson (1) Appointed: 1/14 Term Expires: 1/17	2014	9	7	2
Constantina Watters (1)				



Appointed: 2/14 Term Expires: 1/17	2014	9	7	2	1/13/2015
Linda Vigen (1) Appointed: 6/14 Term Expires: 1/17	2014	4	4	0	
Sarah Nelson (1) Appointed: 10/14 Term Expires: 1/17	2014	1	1	0	
Quoc Tran (1) Appointed: 10/14 Term Expires: 1/17	2014	1	1	0	
Full Term Openings: 4 Mid-Term Openings: 2	Terms Expire: 1/31/18 Terms Expire: 1/31/16				

**CITY ADVISORY COMMISSION YEAR-END REPORT OF ACCOMPLISHMENTS**  
**2014**

**ADVISORY BOARD OF HEALTH**

- Continued support of the Statewide Health Improvement Plan (SHIP) work within the community (City, schools, churches, etc.) and participated in the Tri City Partners Leadership team.
- The Board presented its Annual Report to the City Council in the spring of 2014.
- Presentations by Community Health Managers from Fairview Southdale Hospital. They discussed ways in which they are trying to bring Fairview's mission into real life situations to improve community health.
- Fire Chief Wayne Kewitsch gave an overview of the current operations of the fire department.
- Public Safety Director, Jay Henthorne, gave a general overview of the Richfield Public Safety Department and a tour of the Richfield Police Department.
- Jim Jansen from Bloomington Public Health Division presented the 2013 Minnesota Student Survey results for the Richfield School District. The survey includes questions regarding tobacco and drug use, physical activity, violence, safety, family life and sexual behavior.
- Teresa Rosen, Assistant Principal of Richfield High School, spoke regarding teen pregnancy and bullying.
- The Community Health Assessment and prioritization results were presented to the City Council in November 2014.
- Regular updates by board members were given regarding: Open Streets at Penn Fest, Richfield Bike Advocates, State Community Health Services Advisory Committee, Food Safety Awards, Tri City Partners, Community Food Partnership and continuing support and participation of the Richfield School District Wellness Expo.

**ARTS COMMISSION**

- Installed Recycled Bike Sculpture inside the Richfield Art Center.
- Installed a Little Free Library (designed by a community member and painted by RHS students) next to the Art Center.
- Hosted a watercolor group event at the Community Center.
- Helped hang and judge the Teen Art Show.
- Hosted free literary festival events at the Community Center with the Cracked Walnut group.
- Hosted free Shakespeare in the Park events with the Cromulent Shakespeare Company.
- Displayed "Best Of" show of community artists at the Richfield Foundation Wine and Cheese event.
- Hosted monthly Art Center open house events during the Farmers Market.
- Ruffled and auctioned off two Little Free Libraries that were designed, built, and donated by Grey Duck Tattoo.
- Judged the first-annual Richfield Photo Contest.
- Installed new lettering on the Art Center windows (with discounted price by Signs by Tomorrow).
- Hosted vegetable art activities at the Richfield Health and Wellness Expo.
- Volunteered at the Night of the Arts event with the Richfield Adaptive Recreation group.
- Submitted an application for and won a \$1,000 grant from the Richfield Foundation, which will be used to create a mobile art gallery display for community events.

**CIVIL SERVICE COMMISSION**

- Annual meeting held in accordance with State Statute. New member: David Buzicky. Officers: President/Chair – Francie Fletcher; Vice-President – Steven Hurvitz; Secretary – David Buzicky.
- Approved Entry Level Police Officer testing process & certified eligible register
- Approved Deputy Director of Public Safety/Deputy Police Chief promotional testing process & certified promotional register
- Approved Police Lieutenant promotional testing process
- Approved Fire Captain promotional testing process & certified promotional register

## COMMUNITY SERVICES COMMISSION

- Provided feedback on, and approved revisions to, the City's Special Event Permit policy.
- Appointed members to a subcommittee to evaluate proposals for the replacement of play equipment at Veterans Park and recommended award of contract to Midwest Playscapes for the project.
- Provided guidance to staff regarding new signage and policies at the Richfield Community Gardens.
- Provided feedback to staff regarding the Taft Park Fishery Improvement Project.
- Provided feedback to Public Works staff regarding Emerald Ash Borer control plans, preliminary plans to replace streetlights with LED lights, preliminary plans for no-mow areas in parks, invasive vegetation control plans, and the upcoming County Road Streetscapes and Sweet Streets projects.
- Recommended Council approval of the County Road Visual Quality Guidelines.
- Recommended approval of a request to dedicate the Lower Donaldson Ballfield to George Karnas.
- Advised staff on options for repair and/or replacement of the Veterans Park Boardwalk.
- Advised staff on the process for the upcoming replacement of play equipment at Garfield Park.
- Suggested changes to the Friends of Wood Lake Board appointment process and approved a revised application for prospective board members.
- Evaluated and prioritized proposed capital projects and recommended approval of the annual Capital Improvement Plan.
- Appointed new and returning members to the Friends of Wood Lake (FOWL) Board.

*The CSC appointed liaisons to, and received regular reports from, the following groups:*

- Planning Commission
- Arts Commission
- Friends of Wood Lake Board
- Transportation Committee
- Community Band Shell Taskforce
- Honoring All Veterans Memorial, Inc.

*In the coming year, the CSC will*

- Prioritize capital improvement items.
- Assist with selection of a vendor for the replacement of play equipment at Garfield Park.

## FRIENDSHIP CITY COMMISSION

Richfield Friendship City Commission has had a relationship with our friendship city Heredia, Costa Rica for 24 years. We are pleased to have two additional members and two student members to the commission who have made a difference.

We welcome back Cynthy Mandl, Richfield's Ambassador to Costa Rica, who has returned last January from her 2 year stay in country with her husband. We have missed them.

This year we have been involved with:

- The Unity in the Community celebration
- Pennfest

Giving out free Costa Rican coffee and talking to many in our community.

We got some direction as to a possible new sculpture from the sculptor Guillermo Hernandez who sculpted 'Alianza' that is in Bakin park. We are working with the Arts Commission and the Parks department on this.

In Heredia, a park is being built to be named "Richfield Park" one block away from the family I stayed with on our trip to Costa Rica in 2011.

We are initiating an "Adopt a Tree" promotion to raise funds for tree planting and neighborhood connections for the care of the trees planted in the Heredia park named "Richfield Park".

As I noted in my last year's report, the signage in Heredia Park is still missing. We do appreciate the moving of the oxcart out of the heat of the sun's drying rays.

It is great hope that the commission would sponsor another trip to visit Costa Rica in the spring of 2016. Many things have to come together to make it all happen. When the trip is determined, then we will solicit those interested to travel.

I anticipate this report to be my last report to the Council as I am passing the torch to another next year and then I will hit term limits on this commission.

Thank you, Roger Swanson, Friendship City Commission

## **HUMAN RIGHTS COMMISSION**

### 2014 Community Events and Outreach

- *Unity in the Community.* Event held at Veterans Park in May 2014. Participated in planning and RHRC Booth.
- *Gene and Mary Jacobson Award.* An annual award given to a person or organization in Richfield that exemplifies the fostering and advancement of human rights whether through outstanding community service or leadership in the commitment to human rights. In 2014, the recipient was Susie Lutteneger. Awarded in June, presented at a City Council meeting, participate in 4<sup>th</sup> of July parade.
- *PennFest.* September 2014 – RHRC booth for 3rd annual community event.
- *Community Conversation* Continued partnership with Advocates for Human Rights to create a community conversation about diversity in Richfield's city boards and commissions. We began this process at the end of 2014, with a meeting with five board chairs to discuss their experiences with diversity. The process will culminate in a community event in January 2015.

### 2014 Notable Business

- *Election of 2013 RHRC Officers.* January (listed above)
- *Appointment of new RHRC members.* The HRC welcomed Mark Westergaard and Katie Eagle as appointed members, and Judith Dominguez as an informal youth member, pending appointment.
- *Richfield School Board liaison.* The HRC was able to recruit Tim Pollis of the Richfield School Board to serve as liaison.
- *Resolution on Transgender Athletes.* The HRC adopted a resolution in favor of the Minnesota State High School League to allow transgendered athletes to fully participate in school sports of their identified gender.
- *Resolution on Drivers Licenses.* The HRC adopted a resolution in favor of a law that would allow undocumented persons to obtain Minnesota drivers licenses.
- *Rewrite of Bylaws.* The RHRC bylaws underwent the first major rewrite since the early 2000s. This cleaned up many procedural issues and clarified ambiguities in the old bylaws.
- *Annual Commission Report to City Council and Jacobsen Award.* June 2014.

## **PLANNING COMMISSION**

### October 28

- Ordinance Amendment – Consider amendment to the City's Zoning Ordinance to clarify noise attenuation requirements for new residential construction in the 2007 60-62 and 63 or greater DNL contours
- Ordinance Amendment – Consider an amendment to the City's Zoning Ordinance incorporating the 77<sup>th</sup> Street Underpass Official Right-of-Way Map for purposes of roadway planning beneath Trunk Highway 77
- Ordinance amendment – Consider amendment to the City's Zoning Ordinance to change the parking requirements for restaurants serving minimal alcohol that are located within shopping centers.

### November 25

- 6330 & 6400 Lyndale Avenue (Lyndale Gardens), amend Planned Unit Development request to increase allowable restaurant space at the future Lyndale Gardens redevelopment site

### December 9

- Site plan approval to allow a pre-school/daycare serving up to 38 children – 6949 Nicollet Avenue

## **2014**

### January 27

- 100 66<sup>th</sup> Street W (HUB Center) amend planned unit development to allow a Charter School serving students in grades 6-12 to operate in the former Bally total Fitness building
- Finding of consistency – TIF District 2014-1 (City garage site)

### February 24

Organizational meeting

### March 24

Cancelled

### April 28, 2014

- Amend Planned Unit Development for Richfield-Bloomington Honda at 501 77<sup>th</sup> street West. Amendment will allow additional parking on the roof of the Honda building, minor site changes and changes to exterior building materials.
- Conditional Use Permit and variances for a telecommunications tower at 1901 66<sup>th</sup> Street East (Public Works building).
- Consider amendments to the City's Zoning Ordinance. The proposed ordinance would remove/correct outdated terminology related to fitness centers and voltage requirements for home occupation; clarify a number of definitions; allow home occupations to operate within garages; correct, add and standardize a number of references; add parking requirements for two-family and cluster housing developments; revise setbacks in the Service-Office District; clarify language related to drive-thru facilities in the Mixed Use Districts; and clarify screening and temporary banner requirements.

### May 28, 2014

Cancelled

### June 23

- Consideration of the 2016-2019 Capital Improvement Program and a finding of consistency with the Comprehensive Plan of the Capital Improvement Program and the 2015 Capital Improvement Budget

### July 28

- Consider request for a major amendment to the Planned Unit Development plan for the Lyndale Station Development at 66<sup>th</sup> Street and Lyndale Avenue. The amendment will consider details of a third building to be constructed at the southwest corner of the property.
- Consider a request for an amended Conditional Use Permit and Variances for Fireside Pizza on Penn Avenue. The amendment and variances request approval of a 1,074 square foot building addition.
- Consider a request for an amended Conditional Use Permit and Variances for the South Education Center on Penn Avenue. The amendment and variances would allow the school. To add a playfield to the vacant land between the school building and Penn Avenue.
- Consider an amendment to the City's Zoning Ordinance that will eliminate the City's appointment Hearing Examiner positions and appoint the Planning Commission on the deciding body for variance applications beginning in 2015.

### August 11 – Special Meeting

- Consider a request for an amended Conditional Use Permit and Variances for the South Education Center at 7450 Penn Avenue. The amendment and variance would allow the school to add a soccer field to the vacant land between the school building and Penn Avenue
- Consider a request for an amended Conditional Use Permit, Variances and an appeal for Fireside Pizza at 6736 Penn Avenue. The amendment and variances are related to a request for approval of a 1,074 square foot building addition, parking and setbacks. The appeal requests relief from odor control requirements.
- Consider a request for a major amendment to the Planning Unit Development Plan for the Lyndale Station Development at 66<sup>th</sup> Street and Lyndale Avenue. The amendment will consider details of a third building to be constructed at the southwest corner of the property.

- Consider an amendment to the City's Zoning Ordinance that will eliminated the City's appointed Hearing Examiner positions and appoint the Planning Commissions the deciding body for variance applications beginning in 2015.

August 25  
Cancelled

September 22

- Consider request for a Conditional Use Permit and Variance for a building addition and reduced parking setback at 7514 Lyndale Avenue – Broadway Pizza
- Consideration of a resolution finding that the sale of remnant properties along Richfield Parkway to adjacent landowners is consistent with the Richfield Comprehensive Plan

October 27

- Conditional Use Permit and Variance related to the expansion of a legally nonconforming use at 308 78<sup>th</sup> Street East (Progress Valley)
- Consider land use applications related to construction of a new building for a place of worship at 6601 and 6605 1<sup>st</sup> Avenue and 6600 and 6608 Stevens Avenue
- Amendments to the City's Zoning Ordinance. The proposed ordinance will more clearly define when an odor control system is required for new and expanding restaurant.
- Consider an amendment to the City Zoning Ordinance. The proposed ordinance would add 'municipal parking lots' to the list of permitted uses in the Penn Avenue Corridor Overlay District

### **TRANSPORTATION COMMISSION**

- Monitored the Richfield Parkway Connection Project progress and transportation impacts.
- Reviewed and provided input on the design for the Intercity Regional Trail and made recommendation for approval.
- Hosted an open house and gathered feedback on the 4-to-3 lane conversions of Nicollet and Penn Avenues as part of the Hennepin County mill & overlay of those roads.
- Monitored and provided feedback on the MnDOT I-494/I-35W Interchange Study and Orange Line BRT Conceptual Layout that will improve transit services to Richfield by including a station at Knox Avenue near 76<sup>th</sup> St.
- Reviewed the Safe Routes to School Plan and provided comments before then recommending the Plan approval.
- Led the county road reconstruction planning process to date, including the following efforts:
  - Hosted the initial Open House for 66<sup>th</sup> Street and Portland Avenue to gather feedback from the public on perceived positive and negative existing conditions along both roadways so that they may be addressed in preliminary design.
  - Led the creation of Project Goals for the road projects based on input from the initial open house.
  - Hosted a total of 6 additional project open houses and attended various community events to present design concepts to the public, gather feedback, and then recommended revisions based on input.
  - Partnered with the Community Services Commission to lead the creation of a Visual Quality Guidelines document.
  - Reviewed layouts and made formal preliminary design recommendations for approval for each segment of each project based on all input that had been gathered.
  - Began analysis of major intersections to determine recommended traffic control design.